

**MINUTES OF A BOARD MEETING OF THE  
RECREATIONAL AUTHORITY OF  
ROSEVILLE AND EASTPOINTE  
HELD ON THURSDAY, OCTOBER 10, 2013**

The meeting was called to order at 6:30 p.m. at the Roseville Recreation Center, 18185 Sycamore, by Chairperson Aiuto with the following Board Members present:

Duchane, Frontera, Marion and Switalski

Administrator present: Director Lipinski

**Approval of Minutes:**

Motion by Frontera, seconded by Switalski, to approve the minutes of September 12, 2013, as written.

**MOTION CARRIED**

**Discussion and/or Action on Disbursements and Budget Report:**

Motion by Switalski, seconded by Duchane, to approve the disbursements and budget report as provided.

**MOTION CARRIED**

**Communications:**

Director Lipinski informed the Board that anything on the right hand side of their folder is communications and asked if the Board had any questions or comments; mentioned the concussion law; the Recreational Authority is having the release form signed by the parents; all coaches have gone through certification and waiting to hear if this is in compliance otherwise we will be working on getting the coaches through the Michigan training.

**Old Business: (None)**

**New Business:**

**Discussion and/or Action on Proposed Additional "Inflatable/Park Entertainment Release" Waiver of Liability Information to be Added to Pavilion Rentals:**

Director Lipinski informed the Board that there is a triplicate form that we request anyone who rents a pavilion and is intending on having any type of inflatable; this past year trying to track down insurance on the inflatable companies and if we followed-up with the renters there were problems; trying to set up a system where they would use our approved companies for rental of an inflatable.

Board Member Switalski asked is this the new language at the end of the form and they say they aren't going to use an inflatable and then the day comes and they want to use an inflatable. Director Lipinski replied that he would probably call the police to see what we should do because we have no insurance. Board Member Switalski asked is this the list that you generally for insurance companies. Director Lipinski responded that these are the ones in the area and usually are used by people.

Board Member Frontera asked if one of these companies doesn't work out or they go out of business, would we find other companies that could be approved for use by our residents.

Vice Chairperson Duchane asked is there a specific size for an inflatable and what would we do if you brought your own inflatable. Director Lipinski replied that we discourage that type of use because that is personal use and they would need to take responsibility for the children using it.

Chairperson Aiuto said anything that plugs in, needs to be approved on this form and asked if these insurance companies are competitive. Director Lipinski replied that he didn't ask for prices. Chairperson Aiuto asked can we get a standard price through these companies. Director Lipinski responded that they are in the same ballpark but prices are based on providing staff and length of time they are there but he could look at maybe a ten person discount for residents.

Motion by Switalski, seconded by Frontera, to adopt the inflatable waiver of liability release and add it to the park and pavilion rentals.

### **MOTION CARRIED**

#### **Discussion and/or Action on Conceptual Design and Estimated Cost Comparisons for the Proposed Addition:**

Director Lipinski reminded the Board that Mr. Gassen provided a PowerPoint presentation at the last meeting with a couple of designs for the Recreation Center; went over the benefits of each option and we requested a cost estimate for each of those designs.

Mr. Gassen explained to the Board that he has updated information – expanded the scope in the budget to include mechanical items, electrical items, some exterior items and a portion of the roof; both options added \$450,000 which generally accounts for mechanical and electrical which were identified as priority 1 or 2; owner's contingency of 10% is set aside if it is needed for things during construction; owner's soft cost of 10% is for architectural/engineering fees, construction tests, geotechnical investigation, site survey, etc.; we are not ultra conservative and not looking for the lowest bid; these numbers should get us a reasonable selection. Chairperson Aiuto asked if there was any design change. Mr. Gassen replied that there was no change in design.

Vice Chairperson Duchane asked did we find out on the CGAP grant what the conditions were. Director Lipinski replied that he is still trying to get an answer on that. Vice Chairperson Duchane asked is the grant a match requirement. Director Lipinski replied that his understanding is that it is a reimbursement of what we spend for engineering and design. Chairperson Aiuto asked who he is waiting on to get an answer from. Director Lipinski responded that he is trying to get Partners in Architecture's costs and going through his correspondence on the CGAP. Chairperson Aiuto asked Director Lipinski to get that information to the Board by the next meeting.

Board Member Switalski asked can we just use the \$340,000 for anything or do we need to use it for engineering. Mr. Cady replied that he doesn't recall it being just for engineering or that it is a match. Board Member Switalski asked where we get a definitive answer. Director Lipinski responded that he would get it from the Department of Treasury. Board Member Switalski asked Mr. Gassen can we identify the costs for the CGAP. Mr. Gassen responded that the costs would be far less than the \$340,000. Mr. Cady informed the Board that if they go with the second scenario they would need to borrow \$1.396. Board Member Switalski asked how much of the grant can we use and how much do we need to put in. Mr. Cady responded that we need to call the Department of Treasury.

The Board agreed to go with Option 2 at an estimated cost of \$3.837 million.

#### **Discussion and/or Action on Financing Options for Proposed Addition:**

Board Member Switalski said that on the second page this financing would put us almost right on – \$25,000 short and we could get a loan at Comerica Bank at 3%. Mr. Cady said he hasn't priced that in a

couple of months but used 3% as an estimate but if Eastpointe is offering 2.75% then he would suggested that he do an informal bid and call around and try to beat Eastpointe's rate; if you go with Eastpointe's proposal that could be closed fairly quickly but would not finalize that until you have all the bids come in on the construction; explained that Ms. Dancey is showing you how much money you have available on these dates. Mr. Gassen explained they would be looking at May or June groundbreaking.

Vice Chairperson Duchane said that Mr. Cady's analysis is correct; this is not going to be under the Interlocal Governmental Act; we can structure the loan to draw on the money as required; we will work out the financing of our available capital; by the time you get the bids in we might not need it.

Mr. Cady explained that we would only pay interest on the money we draw. Vice Chairperson Duchane said we wouldn't have closing costs or fees; we know what the draw down in our water fund is over the next five years; thinks it works out well for our organization and community.

Board Member Marion thinks it is a good plan to go with Eastpointe Water/Sewer financing.

Board Member Switalski asked is it worth looking at the Roseville water fund. Mr. Cady responded that we have a couple of big projects in the works right now; doesn't know how much excess funds they have right now and doesn't think he would commit the funds for the next five years.

Mr. Cady said he would split it down the middle with Eastpointe but still would want 2.75%. Vice Chairperson Duchane said Eastpointe is comfortable with the small amount. Board Member Switalski said it is a great way to finance it. Vice Chairperson Duchane said he hasn't checked with attorneys yet to see if this five year limitation might not apply because it isn't loan. Chairperson Aiuto said we need to get the legal process started so we can move on a decision hopefully next month.

Motion by Marion, seconded by Switalski, to table discussion and/or action on financing options for proposed addition until we get the rest of the information.

## **MOTION CARRIED**

### **Hearing of the Public:**

Diane Ellis commented that this addition to the Recreation Center sounds fantastic and curious how long it will take to complete. Mr. Gassen responded that it is probably in the range of eight to ten months.

### **Director Report:**

Director Lipinski informed the Board that on Monday September 16<sup>th</sup>, County Executive Mark Hackel was here speaking to the seniors; the lease agreement with the Community Center per discussion at last meeting – both parties are in the building and did receive security deposit and first month's rent; the main air conditioning unit that served the auditorium had fried cables and Colville electric came in and removed damaged parts and fixed it on Friday in time for the grand opening service; meeting with the designer of the website which included all the office staff so it is being worked on and Phase 1 is mid-November and completed by end of the November; had a meeting with a splash pad company because a private donor would like to pay for the construction of the splash pad – looking at Roseville Memorial Park which is just off of 11 Mile Road; currently working on winter/spring program and hope to have it in the mail by mid-November; October 26<sup>th</sup> is Mom to Mom sale; October 26<sup>th</sup> trick or trail event at Veteran's Park; received a call from Sander Levin's office to schedule a few rooms to interview candidates for West Point; October 24<sup>th</sup> is the last day of classes for the dog obedience trainer (retiring) and would like to provide a certificate of appreciation at the November meeting; November 6<sup>th</sup> County Outreach – flu shots; hot and heavy working on 36<sup>th</sup> Annual Big Bird Run on Sunday, November 10<sup>th</sup>; received a call from Christopher Dyki to set up some kind of 5K run in cooperation with the Eastpointe Gratiot Cruise.

**Board Member Reports:**

Board Member Switalski had no report.

Board Member Frontera had no report.

Board Member Marion reminded them to ask Roseville water/sewer about financing.

Vice Chairperson Duchane had no report.

Chairperson Aiuto commented that hopefully we can move on this building selection and get the financing worked out so we can move on this next month.

Motion by Frontera, seconded by Switalski, to adjourn the meeting at 7:25 p.m.

**MOTION CARRIED**

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Linda S. Lince, Acting Secretary